

NC JUDICIAL CENTER

TRAINING ROOM RESERVATION REQUEST FORM

INSTRUCTIONS: *The room must be returned to its original layout. A diagram of the original layout is posted on the wall of each room. Please check the appropriate audio/visual requirements on Side Two of this form. For room layouts other than standard contact the Warehouse at 890-1550 prior to the meeting date to schedule both the new room layout and the return to standard layout.*

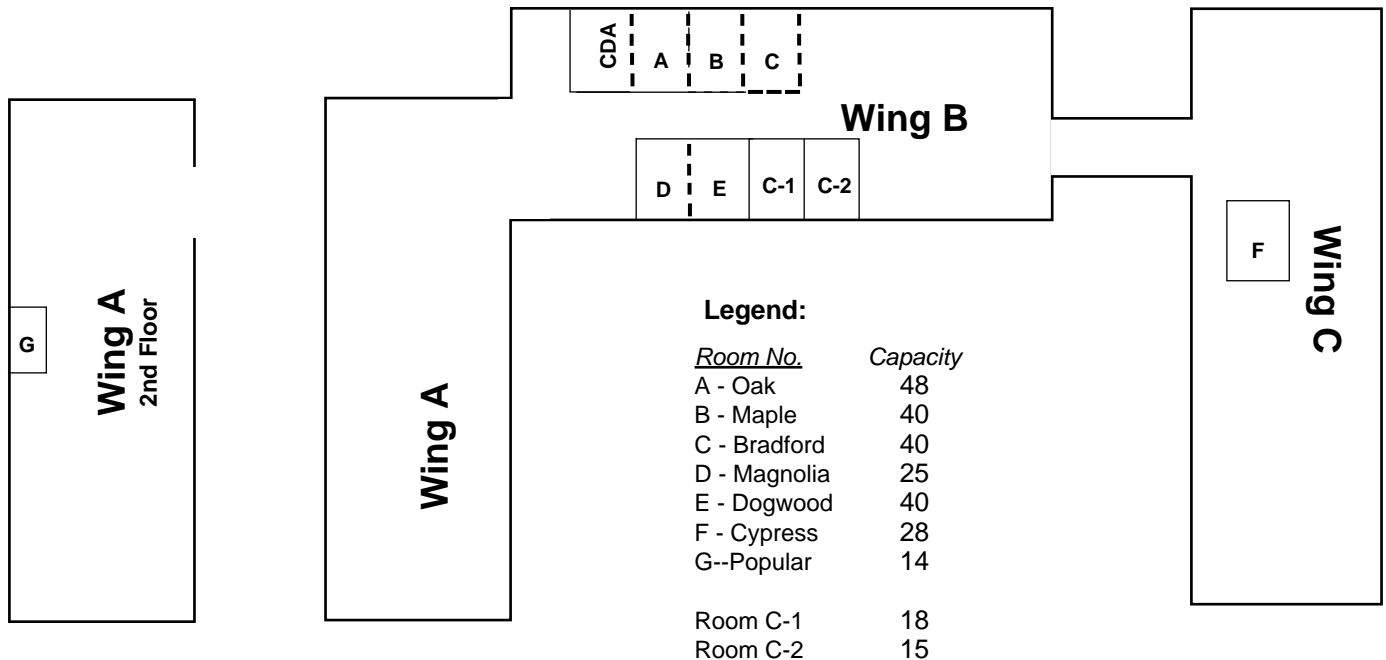
Event Title

Event Dates (If event is multiple days, fill out a separate sheet for each day)	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Number Of Attendees	Day (check the number of days required) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
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Event Sponsor

Event Contact Name	Contact Phone	Contact Fax
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Lecture Rooms (check the appropriate lecture room[s]) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	Computer Labs (check the appropriate room) <input type="checkbox"/> C-1 <input type="checkbox"/> C-2
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FOR REGISTRATION DESK USE ONLY

Date Request Received	Date Room Confirmed	Assigned Room	Date Confirmation Sent
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Complete Side Two for Audio/Visual Equipment Needs.
(over)

EQUIPMENT NEEDS

Check all that apply

- ☐ LCD Projector
- ☐ Laptop
- ☐ Microphone ☐ Lavalier ☐ Handheld Wireless ☐ Headworn
- ☐ Video ☐ VCR ☐ DVD
- ☐ Video Taping How many copies? _____
- ☐ Easels and Pads How many? _____
- ☐ Presenter Wireless Mouse